



OWENS VALLEY CAREER DEVELOPMENT CENTER

Family Literacy, Language Program, Child Care
Tribal TANF, Career Education

2574 Diaz Lane • P.O. Box 847 • Bishop, CA 93514 • (760)873-5107

POSITION TITLE: Career Counselor
CLASSIFICATION: Non-Exempt
DEPARTMENT: Career Education
SUPERVISOR: Career Education Director
PAY RATE: \$ 18.27 to \$29.76 per hour

Position Summary:

Under general supervision of the Career Education Director, assists students in developing, evaluating and/or implementing career, educational, personal and social development, and employment plans and decisions. Educates, guides and prepares students for the transition from an academic environment to an employment career. Coordinates activities between OV CDC, schools, departments and employers. Designs and conducts workshops.

This list of duties and responsibilities is illustrative only of the duties performed by this position and is not all-inclusive. Each classification may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.

Essential Duties & Responsibilities:

- Assists students with the development of self-knowledge related to career choice and work performance by identifying, assessing, and understanding their competencies, interests, values and personal characteristics.
- Utilizes both formal and informal career development assessments with emphasis on relating appropriate career development assessment to population served.
- Provides students assistance in obtaining occupational information to aid career and educational planning; to develop an understanding of the world of work; and in selecting personally suitable academic programs and experiential opportunities that optimize future educational and employment options.
- Assists students in the development of instructional plan.
- Assists students in understanding the process required to gain experience through student activities, community service, student employment, research projects, cooperative education, internship and other creative opportunities, as well as assisting students in understanding and developing career decisions, graduate/professional school plans, employment plans, and/or job search competencies.

- Recognizes when counseling assistance is needed beyond the scope of career counseling and makes appropriate referrals to other resources or off campus resources.
- Develops the personal, internet and print resources necessary to accurately and professionally advise students and employers.
- Establishes, maintains, and updates files, databases, records, properly documenting and case noting student files, and/or other documents; develops and maintains data, and performs routine analyses and calculations in the processing of data for recurring internal reports.
- Provides monthly reports.
- Provides tutoring, assistance with various correspondence, advocates for student's interests, guidance with Finance Aid and scholarships.
- Coordinates with other assistance programs.
- Contributes to a team effort and accomplishes related results as required.
- Maintains confidentiality of privileged information.
- Performs other duties as required.

Minimum Qualifications:

Bachelor's degree in a Social Sciences, Communication, Counseling or a related field plus three years of experience in occupational or career counseling; or any equivalent combination of education and experience that could likely provide the required knowledge, skills and abilities to perform the duties of the position. Training and experience in career assessment is preferred. Shall possess and maintain a valid California Class C drivers' license, and qualify for employer insurability, throughout the course of employment. Must successfully pass a pre-employment drug/alcohol screen, and background investigation. ***OVCDC has a mandatory COVID-19 vaccination policy. All employees are required to show proof of vaccination within 30 days of employment.***

Knowledge, Skills and Abilities:

- Knowledge of current and emerging trends in technologies, techniques, issues, and approaches in area of expertise.
- Knowledge of career development theories, models, and techniques as they apply to life-long development, gender, age and ethnic background.
- Knowledge of strategies to make reasoned, informed career choices.
- Knowledge of graduate/professional programs, and the application and selection process.
- Knowledge of career options through internships, shadowing, cooperative education; recruiting, job posting, resume referrals and job fairs.
- Knowledge of local, regional, state and national labor market needs.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill using independent judgment in problem solving of complex operating issues.
- Records maintenance skills.
- Excellent interpersonal skills.
- Skill presenting ideas and concepts orally and in writing.

- Ability to advise students on the relationship between self-knowledge and career choice through a variety of assessments.
- Ability to facilitate small group orientations and discussions; provides evaluations.
- Ability to advise students on the process of establishing short- and long-term goals.
- Ability to create, compose, and edit written materials.
- Ability to inform and advise students on all processes and options available to them in the job search and career management issues.
- Ability to represent the office internally and externally in a professional manner.
- Ability to develop and implement creative approaches to market career services.
- Ability to assess and interpret individual client needs and to make appropriate referrals to internal or external sources.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; use hands and fingers to handle, or feel; and talk or hear. The employee occasionally is required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is generally performed in an office setting with a moderate noise level. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required. Travel may be required.

Native American Indian Preference:

Native American Indian preference shall apply to all positions at OV CDC pursuant to the Indian Self-Determination and Education Assistance Act (24 USC 450, et. seq.), 25 CFR 271.44, applicable Tribal Employment Rights Ordinances, and other relevant laws.